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EMPLOYMENT APPLICATION

**Central Shenandoah
Planning District Commission**

An Equal Opportunity Employer

The Central Shenandoah Planning District Commission (CSPDC) appreciates your interest in becoming an employee and assures you that it is sincerely interested in you and your qualifications. Therefore, a clear understanding of your background and history is necessary for evaluation and possible placement of you into the best-qualified position. Detailed descriptions help us to better understand your qualifications. Please complete the entire application. An incomplete or falsified application is grounds for immediate disqualification from consideration. All statements are subject to investigation and verification by the Human Resources Manager. It is the Policy of CSPDC to provide equal employment opportunity without regard to race, age, gender, national origin, religion, political affiliation, handicap or veteran status. CSPDC is a drug and alcohol free workplace.

Position Being Sought _____

Date Application Submitted _____

PERSONAL INFORMATION

Name: _____ Social Security No: _____
Last First Middle

Address: _____ Telephone: _____
No. Street City/County State Zip home office cell

Have you ever been employed by CSPDC? Yes No Dates of previous employment From _____ to _____

When can you begin work? _____ What salary is expected? _____ Resume Attached? Yes No

Do you have a valid driver's license? Yes No If yes, issuing State? _____

Are you a citizen of the United States of America? Yes No If no, do you have an appropriate permit to work in the United States issued by the US Dept. of Justice or the US Dept. of Labor? Please provide a copy. Copy attached? Yes No

Except for minor traffic violations, have you ever been convicted of any violation of law? Yes No If yes, please explain:

Your criminal history will be checked. Falsification of an employment application is grounds for immediate disqualification or dismissal. A conviction does not automatically disqualify you as an applicant.

Do you have any relatives who work for CSPDC? Yes No If yes, please identify by name, relationship to you and department in which he/she is employed.

EDUCATION INFORMATION

School	Name/Address of School	Course of Study	Highest Grade/ Year Completed	Did You
Graduate? High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Other	_____	_____	_____	_____

Attach additional information to this section as appropriate

MILITARY SERVICE RECORD

Were you in the US Armed Forces? Yes No Branch & Rank: _____
 Dates of Duty: From _____ to _____ List duties or special training: _____

EMPLOYMENT EXPERIENCE

List each job/position held, starting with your current or last job. Include military service assignments. Please complete all fields. If additional space is needed, please continue on a separate sheet of paper and attach after this page.

1: Employer:	Dates		Work Performed
Address:	From:	To:	
Phone No:			
Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Ending	
Reason for leaving or intent to leave:			
2: Employer:	Dates		Work Performed
Address:	From:	To:	
Phone No:			
Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Ending	
Reason for leaving or intent to leave:			
3: Employer:	Dates		Work Performed
Address:	From:	To:	
Phone No:			
Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Ending	
Reason for leaving or intent to leave:			
4: Employer:	Dates		Work Performed
Address:	From:	To:	
Phone No:			
Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Ending	
Reason for leaving or intent to leave:			

5: Employer:	Dates	Work Performed
Address:	From:	To:
Phone No:		
Job Title:	Hourly Rate/Salary	
Supervisor:	Starting	Ending
Reason for leaving or intent to leave:		

6: Employer:	Dates	Work Performed
Address:	From:	To:
Phone No:		
Job Title:	Hourly Rate/Salary	
Supervisor:	Starting	Ending
Reason for leaving or intent to leave:		

Summarize special skills and qualifications acquired from employment or other experiences here:

REFERENCES

List three professional/job related references who are not related to you and have knowledge of your qualifications for the position for which you are applying

<i>Name & Occupation</i>	<i>Address</i>	<i>Phone Number</i>
1: _____	_____	_____
2: _____	_____	_____
3: _____	_____	_____

CERTIFICATION

I hereby authorize CSPDC to obtain from my former employers and references all data necessary to support this application. I hereby certify that the foregoing statements are true and correct to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I hereby authorize the release of my Police Record, if any, to CSPDC. I agree to work any shift to which I may be assigned.

May we contact your present employer? Yes No If no, we may require a reference from your present employer if a job offer is made. The job offer is provisional based on the outcome of the employer reference.

Signature: _____ Date Signed: _____

SUBMISSION OF APPLICATION

Please return completed application form, copies of certifications, college transcripts, resume (if appropriate), etc., to:

Executive Director
 Central Shenandoah Planning District Commission
 112 MacTanly Place
 Staunton, VA 24401
 Or e-mail to rita@cspdc.org